

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, August 16, 2016

**Council Meeting:** Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, Curt Albers, Nicole Clune, and Paul Enneking. Also present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), Jim Hearn (Village Solicitor), and John Stechschulte (Fiscal Officer), Mayor Dennis Kitzmiller called the meeting to order with the Pledge of Allegiance.

**Attendance:** Eric Adams (Evening Leader), Jared Mauch (Daily Standard), Brian Adams (Community Post), Stefanie Kohne, and David Friend (Police Chief).

**Approval of Minutes:** T. Herkenhoff and N. Clune motioned to approve the minutes from the regular meeting of August 2, 2016. Motion passed on five aye votes.

C. Oldiges and C. Albers motioned to excuse Rick Schwartz from the meeting. Motion passed on five aye votes.

#### **ORDINANCES & RESOLUTIONS:**

**Local Government Innovation Fund Program:** Council has been discussing the need to ensure a reliable cost effective emergency medical service provider. The Minster Area Life Squad continues to provide this service to the residents of Minster and have always done a great service to the community. However, should the need ever arise; a back-up plan needs to be in place for emergency medical services. This resolution would allow Minster, New Bremen, and Ft. Loramie to apply for a grant to conduct a feasibility study to determine if there is a way to provide consolidated medical services to the surrounding communities and townships. The Safety Committee has met with the three emergency squads as well as members of village councils and township trustees and believes the feasibility study is a good opportunity to study and understand the issue. C. Albers and P. Enneking motioned for the 2<sup>nd</sup> reading of **Resolution 16-08-01** authorizing the Village of Minster to file an application to the Local Government Innovation Fund Program. Motion passed on six aye votes. The grant would be for \$40,000.00 (10% matching) and would be filed in conjunction with the Village of New Bremen and the Ft. Loramie Rescue Squad and the various townships in the area in order to conduct a consolidation study for emergency medical services. This is not saying that consolidation will happen or that it needs to happen now. The study would provide the communities with a template if and when consolidation was needed.

**Utility Deposit:** In an effort to reduce unpaid utilities, the Utilities committee is recommending charging a deposit for commercial or industrial operations that rent a building in the village. The deposit would be as follows:

- 1) Residential utility service \$300.00
- 2) Commercial / Industrial utility service \$500.00

T. Herkenhoff and N. Clune motioned for the 1<sup>st</sup> reading of **Ordinance 16-08-01** establishing deposit requirements for consumers of the village's utilities. Motion passed on five aye votes.

**Local Government Fund:** Each year the village receives a plan of distribution of the Local Government Fund from the Auglaize County Budget Commission. As in previous years the village will receive 5% of the funds distributed to Auglaize County for 2017. N. Clune and C. Albers

motioned to suspend the rule of three readings. Motion passed on five aye votes. P. Enneking and C. Oldiges motioned to pass and adopt **Resolution 16-08-02** to accept the rates as proposed from the Auglaize County Budget Commission. Motion passed on five aye votes.

**Inside the 10-mil Limit on Property Tax:** Annually Council approves the County Budget Commissions estimates for inside the 10-mil limit on property tax. The County Budget Commission's estimate for 2017 is again 2.2 mills, identical to past years. C. Albers and P. Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. C. Oldiges and C. Albers motioned to pass and adopt **Resolution 16-08-03** approving the county estimate for inside the ten-mill limit tax. Motion passed on five aye votes.

**American Municipal Power, Inc. Representatives:** AMP is asking each community to designate an authorized and an alternate representative to serve as the Village of Minster representative on various committees of American Municipal Power, Inc. The Mayor is designated to authorize a representative and an alternate to AMP. Council was in agreement that Don Harrod will be the representative for Minster. T. Herkenhoff and P. Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. C. Oldiges and C. Albers motioned to pass and adopt **Ordinance 16-08-02** authorizing the mayor to designate an AMP representative and an alternate. Motion passed on five aye votes.

**Revise Appropriations and Estimated Resources:** With the purchase of land for the industrial park and the payment to Eiting Real Estate there is a need to increase appropriations in the Industrial Park Fund. The revised appropriation is as follows:

403 Industrial Park Fund \$542,000 increases of \$100,000.00

P. Enneking and C. Albers motioned to suspend the rule of three reading. Motion passed on five aye votes. T. Herkenhoff and C. Oldiges motioned to pass and adopt **Resolution 16-08-04** authorizing the changes in appropriations and resources. Motion passed on five aye votes.

**COMMITTEE REPORTS:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**Purchases over \$3,000 Dollars:** Council reviewed a list of invoices which were over \$3,000. Council has authorized the Administrator to purchase items under \$25,000, however, per the State Auditor; the purchases over \$3,000 and under \$25,000 require Council approval. P. Enneking and C. Albers motioned to approve the invoices over \$3,000. Motion passed on five aye votes.

**Income Tax:** Council reviewed the July 2016 monthly income tax reports of \$205,387.59 as distributed by the City of St. Marys Income Tax Department. The Village of Minster contracts with the City of St. Marys to administer the income tax collections for the Village. P. Enneking and T. Herkenhoff motioned to approve the monthly income tax reports. Motion passed on five aye votes.

**ADMINISTRATOR REPORT:**

- Barret Paving has been in the village and has completed the 2016 minor street resurfacing project. This included replacing the Safety Building parking lot, a portion of Seventh Street; a portion of Paris Street and the entire length of First Street.

- The deadline for the submittal of the survey on community solar is fast approaching. If anyone has not completed the survey we are asking that they do so. A link to the survey can be found on the village's website.
- The individual property owner at Rosebud Subdivision has installed the sidewalk on the property that he recently purchased. Therefore, we will not need to follow through with the assessment process.
- With school starting the pool season is starting to wind down. Starting on August 17<sup>th</sup> the pool will be open from 4:00 pm to 7:00 pm Monday thru Thursday and from 1:00 pm to 4:00 pm on Saturday and Sunday. The pool will be closed on Fridays. The last day the pool is open will be on Thursday, September 1.
- Crews from the Public Works Department will begin re-painting street markings on the various streets within the village in the upcoming week.
- The waste water department has been operating the new sludge processing facility for the past couple of weeks. We are hauling out two loads of dry solids per week from the plant. Currently, the facility is operated two days a week and seems to be keeping up with the sludge production. Once we get a little further down the road, we will put a cost analysis together that shows what we are saving by having the new process.
- School starts tomorrow, so I'd like to remind everyone that the speed zones in front of the school campus on both Seventh Street and Main Street will be activated.
- Two recent auctions on GovDeals.com have ended. The highest bidder for the 97 International Dump Truck bid a total of \$10,972.50 and the high bid for the 2003 Ford truck Bed came in at \$741.30.
- The July electricity usage was 11,846,000 kWh which is the highest monthly consumption ever. Unfortunately this will result in higher costs for future bills.

**Receipts:** Council reviewed the monthly cash receipt ledger of \$1,401,241.18. P. Enneking and N Clune motioned to approve the report. Motion passed on five aye votes.

**Invoices:** T. Herkenhoff and C. Oldiges motioned to approve the invoices totaling \$324,006.45. Motion passed on four aye votes and one abstention by Curt Albers.

#### **COMMENTS & CORRESPONDENCE:**

C. Albers and N. Clune motioned to adjourn at 6:53 p.m. Motion passed on five aye votes.

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Dennis Kitzmiller, Mayor

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John Stechschulte, Clerk

Recorded & typed by John Stechschulte